

Fire Safety Maintenance

CHECKLIST



Daily / Weekly Checks

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|--|-------------|-------------|
| <input type="checkbox"/> The fire exits kept clear and unlocked during business hours. | Date: | Sign: |
| <input type="checkbox"/> The fire doors are in good working condition. | Date: | Sign: |
| <input type="checkbox"/> The emergency lighting is functioning correctly. | Date: | Sign: |
| <input type="checkbox"/> Extinguishers are visibly in place and undamaged. | Date: | Sign: |

Monthly / Quarterly Checks

- | | | |
|---|-------------|-------------|
| <input type="checkbox"/> Check pressure gauge on extinguishers (needle in green zone) | Date: | Sign: |
| <input type="checkbox"/> Check Fire Alarm tested weekly with results recorded in logbook. | Date: | Sign: |
| <input type="checkbox"/> Fire drills held at least once every 6 months? | Date: | Sign: |
| <input type="checkbox"/> Review staff fire training - are all up to date? | Date: | Sign: |
| <input type="checkbox"/> Fire safety signage visible and compliant? | Date: | Sign: |
| <input type="checkbox"/> The emergency lighting is tested monthly? | Date: | Sign: |

Scheduled Service Maintenance (Have you booked this?)

- | | | |
|--|-------------|-------------|
| <input type="checkbox"/> Fire Alarm system serviced by competent provider and certified. | Date: | Sign: |
| <input type="checkbox"/> Emergency lighting tested by competent provider and certified. | Date: | Sign: |
| <input type="checkbox"/> Extinguishers inspected and tagged. | Date: | Sign: |
| <input type="checkbox"/> Fire Risk Assessment revied / updated. | Date: | Sign: |

Notes on any issues (e.g blocked exits, slow areas)

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These checks help you stay legally compliant under the Regulatory Reform (Fire Safety) Order 2005.

Not sure you're covered? Contact us for a free quote or site survey:



sales@smithsfire.com



www.smithsfire.com



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Please note this is not a comprehensive Fire Maintenance Check list and should be tailored to your specific business / site requirements..